## LUNCH MEET



Thursday, September 20<sup>th</sup>, 2012 12:30 – 1:30 pm Santa Clara Senior Center Conference Room 232

Do you have papers piling up? Do you know where to keep documents, receipts, and warranties and how long to save them? How long should you hold on to those tax records?

Join us as representatives from the Association of Records Managers and Administrators (ARMA) share this valuable information with us. You can then go home and sort your stacks of paper and put those important documents in order. You will have an opportunity to safely dispose of the clutter by bringing it to the Senior Center on our October Senior Shred Day. Join us at Lunch Meet and:

- Find out about our upcoming Senior Shred Day and how you may participate.
- **Learn** how to control your paper clutter.
  - •Everyone is welcome
- Bring your lunch if you'd like
- No registration is required for this free program



Santa Clara Senior Center Parks & Recreation Department 1303 Fremont Street, Santa Clara, CA (408) 615-3170

www.santaclaraca.gov

